

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Police Captains participate in the preparation and maintenance of departmental records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision with work reviewed by the supervisor only. This class ranks directly below the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Oversees the departmental operations in the absence of the Police Chief. Manages the deployment available man-power in a manner that most effectively provides the required services while minimizing expenses. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Monitors any local conditions which may create situations the department may be called upon to handle.

Oversees patrol of assigned areas, streets, and highways. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems, using department records or information gathering devices such as polls and surveys to identify these problems. Trains subordinates in safety.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the

department. Prepares news releases or any other type of official department position paper for publication.

Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental records. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities. Supervises the compilation and analysis of data for narrative reports.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Oversees and reviews inspections of assigned department services, evaluates the effectiveness of these services following inspections, and assigns appropriate action to correct or improve problem areas.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least two (2) years in that class immediately preceding the closing date for application to the board.